Cur
Cir 52
1934

OH02
371.3209713
O59DE/M

CIRCULAR 52
3,000—JUNE, 1934

Ontario Department of Education

TEXT-BOOKS

(a) Authorized
(b) Approved

RECOMMENDED FOR USE

IN

Vocational Schools

1934-1935

ONTARIO

TORONTO
Printed by Herbert H. Ball, Printer to the King's Most Excellent Majesty
1934

SCHEDULE A

TEXT-BOOKS AUTHORIZED

The following text-books authorized for High Schools and Collegiate Institutes may be used, when suitable, for classes in Vocational Schools.

For complete list of authorized texts see Circular 14.

HISTORY AND GEOGRAPHY:	List Price	Net Price
Ontario High School Physical Geography (The Ryerson Press)	$0.39	$0.31
A History of the Canadian People (The Copp, Clark Co., Ltd.)	.46	.37
SCIENCE:		
Elements of Physics (The Copp, Clark Co., Ltd.)	1.00	.80
Physics Manual (The Copp, Clark Co., Ltd.)	.50	.40
Chemistry for High Schools (The Macmillan Co., Ltd.)	.50	.40
Chemistry Manual (The Macmillan Co., Ltd.)	.25	.20
BOOKKEEPING:		
Modern Bookkeeping—Course I (J. M. Dent & Sons, Ltd.)	.60	.48
A Practical Bookkeeping Set (J. M. Dent & Sons, Ltd.)	.15	.12
Elementary Accounting—Theory and Practice (W. J. Gage & Co., Ltd.)	.90	.63
MATHEMATICS:		
Mathematics for Technical Schools (The Copp, Clark Co., Ltd.) (Authorized for Boys' Classes in Industrial and Technical Courses.)	.65	.52
WRITING:		
Ontario Writing Course, Book III. (W. J. Gage & Co., Ltd.)	.06	.04

NOTE—The following text (previously authorized) is recommended, in sets sufficient for classroom use, to provide supplementary exercises in Bookkeeping:

Ontario School Bookkeeping—Second Course (W. J. Gage & Co., Ltd.)	.50	.35

SCHEDULE B

TEXT-BOOKS APPROVED AND RECOMMENDED

The text-books in the following list are approved for use in the Vocational Schools of Ontario for the school year 1934-1935 at the prices quoted. These books have been selected on the basis of suitability and price, and, although other suitable texts may be substituted for those listed, with the approval of the Minister according to the Regulations, such substitutions will not be permitted unless the prices are favourable.

It is suggested that School Boards provide certain texts, such as atlases, typewriting texts, and shorthand supplementary reading books, to the pupils free of cost. Sets, sufficient in number to provide for an ordinary class, should be placed in the classroom for use in common by all pupils taking these subjects.

Publishers allow a discount of 20% off list prices on direct purchases

ENGLISH:	List Price
Sense and Structure in English Composition—Diltz and Cochrane (The Clarke, Irwin Co.)	$0.60
Aim and Order in English Compisition—Diltz and Cochrane (The Clarke, Irwin Co.)	.60
Exercises in Every-day English for Canadians—Caughlin (Sir Isaac Pitman & Sons, Canada, Ltd.)	.45
Canadian Standard Business English—Watson and Rowe (Sir Isaac Pitman & Sons, Canada, Ltd.)	.45
Words—SoRelle—Revised Edition (The Gregg Publishing Co.) ;	.38
Vocational Speller—Dickinson. (Sir Isaac Pitman & Sons, Canada, Ltd.)	.38
Business Correspondence—Edward and Ferguson (The Ryerson Press)	.40

	List Price
HISTORY:	
A Social History of England—Guest—Revised for Ontario Schools by Kendrick (Clarke, Irwin & Co.)	$0.65
Social Life in England—Finnemore (The Macmillan Co.)	.55
History of the World's Commerce—Cudmore (Sir Isaac Pitman & Sons, Canada, Ltd.)	.80
History of Trade and Commerce—Heaton (Thos. Nelson & Son)	.80
ECONOMICS:	
An Introduction to Economics—MacGibbon (The Macmillan Co.)	.70
Elementary Economics—Michell (Sir Isaac Pitman & Sons, Canada Ltd.)	.70
Elements of Economics—Row (Clarke, Irwin & Co.)	.45
GEOGRAPHY:	
Geography of Commerce for Canadians—Cornish (Sir Isaac Pitman & Sons, Canada, Ltd.)	.80
A Canadian Commercial Geography—Morrison (The Ryerson Press)	.70
Commercial and Economic Atlas (W. J. Gage & Co., Ltd.)	.45
SCIENCE:	
Elementary Science—Allen and Ferguson (The Ryerson Press)	1.20
MATHEMATICS:	
ARITHMETIC—	
Canadian Business Arithmetic, Part I—Keast (Sir Isaac Pitman & Sons, Canada, Ltd.). First and Second Years	.60
Canadian Standard Business Arithmetic—Brown (Sir Isaac Pitman & Sons, Canada, Ltd.). Third Year General Course	.50
Canadian Business Arithmetic, Part II—Keast (Sir Isaac Pitman & Sons, Canada, Ltd.). Third and Fourth Year Accountancy	.75
Vocational Arithmetic for Girls—Black & Wilson (The Macmillan Co.)	.65
Practical Drills in Shop Problems—Bates and McColl (The Copp, Clark Co., Ltd.)	.25
RAPID CALCULATION—	
Mental Drills in Rapid Calculation—Bennett and Lougheed (Sir Isaac Pitman & Sons, Canada, Ltd.)	25
Performance Tests for above (Sir Isaac Pitman & Sons, Canada, Ltd.)	.25
Applied Business Calculation Pad—Mitchell (The Gregg Publishing Co.)	.30
Practical Drills in Rapid Calculation—Henry and Keast (Sir Isaac Pitman & Sons, Canada, Ltd.)	.32
GEOMETRY—	
Elementary Geometry—Rutherford and Warren (The Copp, Clark Co., Ltd.)	.20
HOME ECONOMICS:	
HOUSEHOLD SCIENCE—	
Junior Home Economics—Dean and Middleton (The Ryerson Press)	.70
FRENCH:	
Apprenons le Français—Atkin (Sir Isaac Pitman & Sons, Canada, Ltd.)	.50
Canadian Commercial French Grammar—Atkin (Sir Isaac Pitman & Sons, Canada, Ltd.)	.75
De Jour en Jour—Downey (The Copp, Clark Co., Ltd.)	.40
COMMERCIAL LAW:	
Manual of Canadian Business Law—Falconbridge & Smith (Sir Isaac Pitman & Sons, Canada, Ltd.)	.70
Business Law—Walker (The Ryerson Press)	.70

TYPEWRITING AND OFFICE PRACTICE:

	List Price
High School Typewriting, Part I, Roszell & Hewitt (The Gregg Publishing Co.)	.30
High School Typewriting, Part II, Roszell & Hewitt (The Gregg Publishing Co.)	.45
High School Typewriting, Part III, Roszell & Hewitt (The Gregg Publishing Co.)	.50
Elementary Typewriting, Parts I and II, Edward & Dickson (The Ryerson Press)	.35
Advanced Typewriting, Parts III and IV, Edward & Dickson (The Ryerson Press)	.70
Business Forms to Accompany Advanced Typewriting (The Ryerson Press)	.12
Typewriting Theory and Practice, Part I, Barrans (Sir Isaac Pitman & Sons, Canada, Ltd.)	.35
Typewriting Theory and Practice, Part II, Barrans (Sir Isaac Pitman & Sons, Canada, Ltd.)	.32
Typewriting Theory and Practice, Part III, Barrans (Sir Isaac Pitman & Sons, Canada, Ltd.)	.50
Secretarial Studies—SoRelle & Roszell (The Gregg Publishing Co.)	.50
Secretarial Studies—Pupil's Supplies—SoRelle & Roszell (The Gregg Publishing Co.)	.50
Office Practice—Gregory (The Ryerson Press)	.50
Office Forms to Accompany Office Practice (The Ryerson Press)	.50
Salesmanship—Gregory (Sir Isaac Pitman & Sons, Canada, Ltd.)	.75
A Student's Manual for Business Machines—Kerfoot (The Ryerson Press)	.44
Key to Accompany a Student's Manual for Business Machines—Kerfoot (The Ryerson Press) (For Teachers only)	.25
Machine Calculation—Gregory (Sir Isaac Pitman & Sons, Canada, Ltd.)	.75

The following texts are still available and are recommended as classroom sets for use in Evening Classes:

Elementary Typewriting (Old edition) Edward (The Ryerson Press)	.14
Advanced Typewriting (Old edition) Edward (The Ryerson Press)	.32
Office Practice (Old edition) Edward and Gregory (The Ryerson Press))	.35

SHORTHAND:

New Standard Course in Pitman Shorthand—Revised (Sir Isaac Pitman & Sons, Canada, Ltd.; Commercial Text Book Co.)	.60
Review and Dictation Course in Pitman Shorthand (Sir Isaac Pitman & Sons, Canada, Ltd.; Commercial Text Book Co.)	.60
Key to Business Letters (Sir Isaac Pitman & Sons, Canada, Ltd.)	.75

SCHEDULE C

ENGLISH TEXTS APPROVED AND RECOMMENDED

Publishers allow a discount of 20% off list prices on direct purchases.

The following texts are intended as a basis for general class study in English and also as a means of stimulating the student's desire for wider reading.

	List Price
PREVOCATIONAL AND FIRST YEAR CLASSES:	
The Canada Book of Prose and Verse—Book One **(approved until June, 1936)**—(The Ryerson Press and The Macmillan Co.)	.55
SECOND YEAR:	
The Canada Book of Prose and Verse—Book Two **(approved until June, 1936)**—The Ryerson Press and The Macmillan Co.)	.55
THIRD YEAR:	
The Canada Book of Prose and Verse—Book Three **(approved until June, 1936)**—The Ryerson Press and The Macmillan Co.)	.55
The Canada Books Manual: (to accompany Books I-III, Wallace, VanEvery and Hardy) (The Ryerson Press and The Macmillan Co.)	1.00

The following texts have been selected as suitable for extensive study in the various grades and with the approval of the Minister other suitable texts may be selected. Principals should arrange not to exceed the standard list price of 45c.

	List Price
PREVOCATIONAL CLASSES:	
Adrift on an Ice Pan—Grenfell (The Copp, Clark Co.)	.25
Tanglewood Tales—Hawthorne (The Macmillan Co.)	.30
The Wonder Book—Hawthorne (The Macmillan Co.)	.30
Treasure Island—Stevenson (Thos. Nelson & Sons)	.40
Christmas Carol—Dickens (Blackie & Son, Canada, Ltd.)	.25
Beric the Briton—Henty.	
Kings in Exile—Roberts.	
Two Little Savages—Thompson.	
FIRST AND SECOND YEAR CLASSES:	
Canadian Stories in Verse and Prose—Kendrick (The Clarke, Irwin Co.)	.45
Poems, Chiefly Narrative—MacDonald and Walker (J. M. Dent & Sons, Ltd.)	.45
Lorna Doone—Blackmore (Thos. Nelson & Sons)	.40
Pioneers of Invention—Nida (Clarke, Irwin & Co.)	.45
A Pedlar's Pack (The Macmillan Company)	.45
Selected Stories from Canadian Prose (The Macmillan Company)	.45
On (and Under) The Ocean Wave (Thos. Nelson & Sons)	.45
The Heroes—Kingsley (Clarke, Irwin & Co.)	.25
*Taming of the Shrew—Shakespeare. Black Tulip—Dumas (Thos. Nelson & Sons)	.40
Short Stories—Stevenson (The Copp, Clarke Co., Ltd.)	.45

***Publishers have editions of Shakespeare ranging in price from 15c to 45c.**

	List Price
A Miscellany of Tales—Fallis (The Clarke, Irwin Co.)	$0.45
A Miscellany of Tales and Essays—Fallis (The Clarke, Irwin Co.)	.45
A Round of Tales—Henry & Treble (The Oxford University Press)	.45
A Second Round of Tales (The Oxford University Press)	.45
Tales of Action—2nd Series (The Oxford University Press)	.45
Tales of Mystery—MacIntyre (The Clarke, Irwin Co.)	.45
Abraham Lincoln—Drinkwater (The Copp, Clark Co.)	.30
Junior One-Act Plays of To-day—Bayliss (The Clarke, Irwin Co.)	.45
An Approach to Shakespeare (Thomas Nelson & Sons)	.35
*The Merchant of Venice.	
*Julius Caesar.	
Prester John—Buchan (Thomas Nelson & Sons)	.35
Neighbours Unknown—Roberts (The Macmillan Co.)	.45
The Last of the Mohicans—Cooper (Thomas Nelson & Sons)	.40
Sir Nigel—Doyle (McClelland & Stewart)	.45
Oliver Twist, A Tale of Two Cities—Dickens (Thomas Nelson & Sons)	.40
Silas Marner—Eliot (The Macmillan Co.)	.40
The Seats of the Mighty—Parker	
Maid Marion—Peacock (The Macmillan Co.)	.40
Fort Amity—Quiller-Couch (J. M. Dent & Sons, Ltd.)	.40
Ivanhoe—Scott (Clarke, Irwin & Co.)	.35
In the Morning of Time—Roberts (J. M. Dent & Sons)	.40
Kidnapped—Stevenson (Thomas Nelson & Sons)	.40
By Star and Compass—Wallace.	
The Hunters of the Hills—Altsheler.	

THIRD AND FOURTH YEAR CLASSES:

A Third Round of Tales (The Oxford University Press) (3)	.45
Twenty-four Stories—Bayliss (Thomas Nelson & Sons)	.45
A Book of Short Stories—Pritchard (The Clarke, Irwin Co.)	.45
Four Stories by Conrad (J. M. Dent & Sons, Ltd.)	.45
*Macbeth.	
Oliver Cromwell—Drinkwater (The Copp, Clark Co.)	.30
Seven Modern Plays, Eight Modern Plays, Nine Modern Plays, Ten Modern Plays (Thomas Nelson & Sons)	.45
Modern Plays—Sharp (J. M. Dent & Sons)	.45
She Stoops to Conquer—Goldsmith (Thos. Nelson & Sons)	.25
Green Mantle—Buchan (Thos. Nelson & Sons)	.45
The Path of the King—Buchan (Thos. Nelson & Sons)	.45
David Copperfield—Dickens.	
The White Company—Doyle (McClelland & Stewart)	.45
The Three Musketeers—Dumas (The Macmillan Co.)	.40
Les Miserables—Hugo.	
The Golden Dog—Kirby (The Macmillan Co.)	.40
The Trail of the Sword—Parker.	
The Cloister and the Hearth—Reade (Thos. Nelson & Sons)	.40
The Talisman—Scott (Clarke, Irwin & Co.)	.35
The Black Arrow (The Macmillan Co.)	.40
Moby Dick (The Macmillan Co.)	.40
Some Canadian Essays (Thos. Nelson & Sons)	.45
Salute to Adventurers—Buchan (Thos. Nelson & Sons)	.45
*Richard II—Shakespeare.	
Scott's Narrative Poetry (Thos. Nelson & Sons)	.45
Fifty-Four Narratives——Stevenson (The Copp, Clark Co.)	.40
*Twelfth Night—Shakespeare.	
Idylls of the King—Tennyson (Thos. Nelson & Sons)	.45

***Publishers have editions of Shakespeare ranging in price from 15c to 45c.**

SCHEDULE D

BOOKKEEPING ACCOUNT FORMS AND NOTE BOOKS APPROVED AND RECOMMENDED

Publishers allow a discount of 20% off list prices on direct purchases.

(a) Bookkeeping Account Books and Forms.
(b) Account Forms for Bookkeeping.
(c) Bookkeeping Exercise Pads.
(d) Note-Books.

(a) Bookkeeping Accounts and Forms Approved and Recommended.

LOOSE-LEAF SYSTEM

	List Price
Binder 9″ x 10½″, covered in 8-oz. green or black waterproof iron cloth, Rings spaced 6″ apart, fastened to inside of binder, and operating automatically by spring (Smith Bros., 16 Sheppard St., Toronto)	$0.23
Bookkeeping Sheets, complete for First Year Course, to fit binder—45 sheets, 20 lbs. standard bond (Smith Bros., 16 Sheppard St., Toronto)	.15
Bookkeeping Sheets, complete for Second Year Course, to fit binder, 65 sheets, 20 lbs. standard bond (Smith Bros., 16 Sheppard St., Toronto)	.25
Binder with First and Second Year sheets complete, as above (Smith Bros., 16 Sheppard Street, Toronto)	.60

BOOK SYSTEM

G-50 Account Books—Evening and Special Course (W. J. Gage & Co., Ltd.)	.30
Ontario Farm Account Books—For Vocational Agricultural Schools (Dept. of Agriculture, Parliament Buildings, Toronto)	.25

(b) Account Forms for Bookkeeping

G-100 Business Forms (W. J. Gage Co., Ltd.)	.25

(c) Bookkeeping Exercise Pads

Exercise Pad, No. 1—Brill (W. J. Gage Co., Ltd.)	.25
Exercise Pad, No. 2—Brill (W. J. Gage Co., Ltd.)	.25

(d) Note-Books Recommended

In order to economize in the cost of note-books and also to secure some degree of uniformity, it is suggested that Vocational Principals adopt and recommend a standard type of loose-leaf note-book for all departments of the school. One binder should be sufficient for each student, except when the student is taking the subject of bookkeeping, in which case two binders may be necessary.

The following specifications cover a strong, durable binder of a suitable size for secondary school work. The fillers specified are a good grade and weight. The width specified for fillers—8½ inches—is that of the standard business letter.

SPECIFICATIONS FOR NOTE-BOOKS:

Binder—Size 9″ x 10½″ x 1″.

Covers—Millboard 1/10″ in thickness, covered with P.X.5 green or black waterproof iron cloth, reinforced on inside of central section with 8-oz. bookbinder's canvas, inside of front and back covers to be lined with heavy paper.

Rings—Two metal rings spaced 6″ apart, firmly fixed on inside of centre section of cover and operating automatically by spring.

Fillers—16 lb. paper, size 8½″ by 10¼″, suitable for pen or pencil, supplied in plain, ruled ¼″ both sides with margin or ¼″ quad-ruled both sides, 35 sheets in paper binder.

Note-books and fillers which meet the above specifications may be secured at the following prices (sales tax included):—

	List Price
Binder (as specified)	$0.25
Plain filler (35 sheets)	.05
Ruled—¼″ both sides with 1″ margin both sides	.06
Quad—¼″ ruled both sides	.06

SCHEDULE E

REFERENCE BOOKS

The following list of books has been selected as suitable for reference in the various subjects. It is not intended that students purchase these books but that they be provided by the School for use of the pupils in the class room, the laboratory or the shop.

Publishers will allow a discount of 20% off list prices on direct purchases.

	List Price
INDUSTRIAL:	
Hand Woodworking—Evans Parks Slatterie (The Ryerson Press)....	$0.80
Automobile Construction and Operation—Easton and Mann (The Ryerson Press)	.70
Metal Work—Jones—(The Macmillan Co.)	.50
A Manual of Engineering Drawing for Students and Draughtsmen —French (McGraw Hill & Co.)	
Mechanical Drawing for High Schools—French and Svensen (McGraw Hill & Co.)	
SCIENCE:	
Elementary Chemistry—Littler (Clarke, Irwin & Co.)	1.25
First Principles of Chemistry—Brownlee, etc. (Allyn & Bacon).	
Individual Work in Science, Parts I, II and III (Part IV, Teacher's Book)—McKay (Clarke, Irwin & Co.).	
HOME ECONOMICS:	
Textiles—Clothing—McGowan & White (Revised Edition) (The Macmillan Co.)	1.50
Pattern Making—Hanna (The Macmillan Co.)	1.75
Individuality and Clothes—Story (Funk & Wagnall's Co.)	3.50
How to Know Textiles—Small (Revised Edition) (Ginn & Co.)	1.56
Home Nursing and Child Care—Turner, etc. (Heath)	1.20
Care and Training of Children—Goodspeed and Johnston (Lippincott)	1.80
Teaching Nutrition to Boys and Girls—Rose (The Macmillan Co.)....	2.30
The Human Body and Its Functions—Best and Taylor (W. J. Gage & Co., Ltd.)	3.50
COMMERCIAL:	
Pitman Shorthand.	
Readings for Commercial Course	.20
Short Stories, Volume I	.20
Short Stories, Volume II	.20
Daughter of the Regiment	.25
Cobbler and Other Stories	.25
Christmas Carol	.35
Sign of the Four	.50
The Strange Case of Dr. Jeckyll and Mr. Hyde	.40
Half Hours with Popular Authors: Volumes I to IV, each	.25
Readings from Popular Authors: Volumes I to IV, each	.25
The Expert Dictator (Sir Isaac Pitman & Sons, Canada, Ltd.)	1.50
HISTORY:	
A Junior History of the British Empire Oversea—Newton (Blackie & Son, Canada, Ltd.)	.60
Our Country's Industrial History—Claxton (Clarke, Irwin & Co.)	.75
An Outline of British Economic History—Exelby (Sir Isaac Pitman & Sons, Canada, Ltd.)	.75
A Short History of English Life and Labour—Hope (The Copp, Clark Co.)	.75